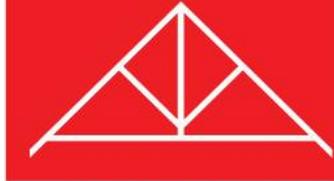


**EATON CARPENTRY**



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# **EATON CARPENTRY LIMITED**

## **THE COMPANY HEALTH, SAFETY & WELFARE POLICY**

**23<sup>rd</sup> January 2014**

**Also Including Company Health, Safety & Welfare Policy Statement**

**Part I: Eaton Carpentry Ltd  
Health, Safety & Welfare Policy Statement**

**Part II: Health & Safety Responsibilities**

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**EATON CARPENTRY LIMITED**



# **PART I**

**EATON CARPENTRY LTD**

## **HEALTH, SAFETY & WELFARE POLICY STATEMENT**

## EATON CARPENTRY LTD

# Health Safety & Welfare At Work Act 1974 & The Management & Safety At Work Regulations 1999 & Workplace (Health, Safety & Welfare) Regulations 1992

## HEALTH, SAFETY & WELFARE POLICY STATEMENT

It is the policy of Eaton Carpentry Ltd to conduct its business in such a way as to control, as far as is reasonably practicable, all risks to the health and safety of its employees and to any other persons affected by its operation or products.

The Company accepts particular responsibility for:-

1. Providing a safe workplace which is conducive to health for all its employees and its self employed personnel.
2. Communicating information relating to known hazards, along with necessary safety precautions to all its employees, self employed personnel, visitors and clients.
3. Providing appropriate first aid, fire precautions and emergency evacuation arrangements and procedures.
4. Providing instruction, training and supervision to ensure the health, safety and welfare of all its employees and all other persons involved with the Company.
5. Consulting with employees as necessary in matters relating to health and safety at work.

As the Managing Director of Eaton Carpentry Ltd, the ultimate responsibility for health and safety rests with me. I will ensure that it is given equal priority with other major business objectives.

Implementation of this policy is my responsibility together with the involvement, participation and co-operation of all employees. Health and safety training will be developed and adequate resources and time will be given to implementing any programmes or courses for training.

The Policy and the way in which it is implemented will be reviewed regularly and at least annually on a formal basis and will be revised and updated as is deemed necessary.

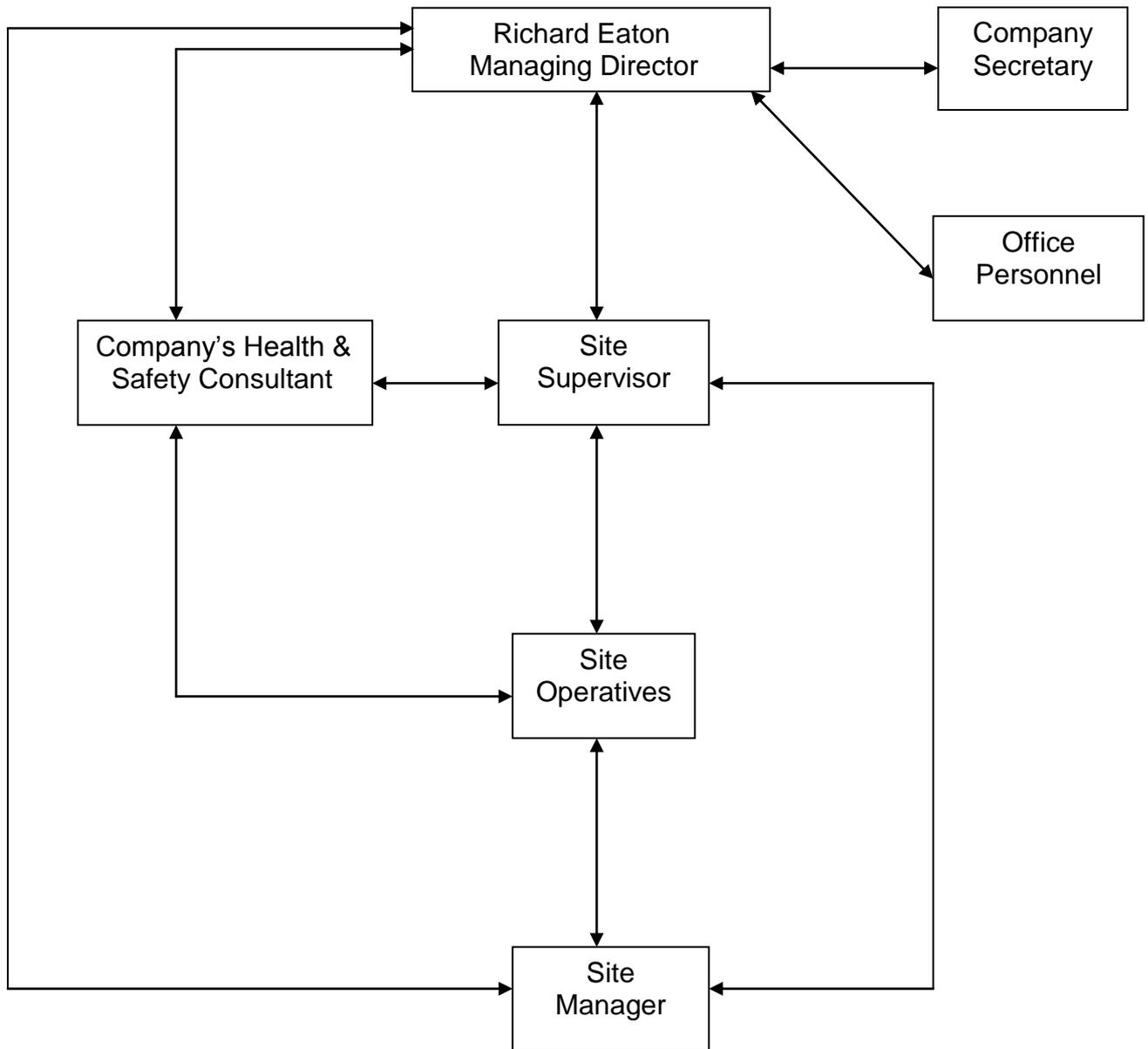
In implementing this policy, compliance with the Health and Safety at Work Act, and other safety, health and environmental legislation, is considered as a minimum acceptable standard.

***Ensuring effective implementation of this policy is considered extremely important. Consistent with this, all employees and other work associates are reminded that adherence to its provisions is a condition of employment and breaches of the policy may result in disciplinary action being taken. Similarly felf employed operatives will be discharged From activities with the Company.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Managing Director  
Eaton Carpentry Ltd

Name: \_\_\_\_\_  
(Please Print)

## The Company Health & Safety Network



## **Part II**

# **Health & Safety Responsibilities**

**1. The Managing Director**

**2. Employees**

**3. Health & Safety Consultant**

## PART II HEALTH & SAFETY RESPONSIBILITIES

### 1) The Managing Director is responsible for: -

- a) Providing and maintaining conditions within the Company which are conducive to health and safety. This will be achieved through the implementation of effective health and safety programmes;
- b) Developing a health and safety plan which is integrated with the overall Company plan;
- c) Production of a Company Health and Safety policy. This Policy will be regularly reviewed and updated as changes occur in the Company and legislation;
- d) Establishing a clearly defined organisational structure with accountability/responsibility/authorisation levels in relation to health and safety matters;
- e) Provision of sufficient resources needed to carry out health and safety matters;
- f) Ensuring that all employees receive relevant health and safety training;
- g) Monitoring the effectiveness of policies and programmes and compliance;
- h) Ensuring the retention of health and safety records;
- i) Ensuring that any health and safety issues are promptly dealt with;
- j) Provision and maintenance of conditions which are conducive to good health and safety practice;
- k) Provision of adequate personal protective equipment;
- l) Provision of equipment and tools that are safe to use for the purpose intended and that are regularly checked and maintained with proper maintenance records being kept;
- m) Provision of adequate health and safety training to all staff;
- n) Ensure the highest level of housekeeping is maintained within their work area;
- o) Ensuring that all health and safety problems are promptly dealt with;
- p) Ensuring that every accident or non-injury incident is properly investigated, recorded and reported as soon as possible after the event and is entered in the Company's accident book.

**2) Eaton Carpentry Ltd's Employees** have a duty to take care of the health and safety of themselves and others who may be affected by their acts or omissions at work.

They will:-

- a) Co-operate with the Managing Director as far as is necessary, to enable the business to comply with all relevant legislation, codes of practice and work requirements;
- b) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- c) Comply with all the business's procedures and legal requirements relating to matters affecting them at work;
- d) Co-operate, if required, in safety inspections or accident investigations.

### **3) Health & Safety Consultant**

Formulation and recommendation of policies associated with health and safety for submission to the Managing Director.

Co-ordinating the development of the business's health and safety policies and advising the Managing Director on the implementation and monitoring the effectiveness of such policies.

Acting as the company's main contact for all regulatory bodies.

Advising the Managing Director on health and safety training as and when required.

Assisting the Managing Director to assess risks within his area of responsibility. Development and implementation of a health and safety auditing programme.

Reporting all notifiable accidents and dangerous occurrences to the Health & Safety Executive and, where appropriate, to the Company's insurers.

Advising the Managing Director in the health and safety aspects that are associated with purchasing, use, storage, transport and disposal of all hazardous substances.

Undertaking Risk Assessments following the requirements of regulation 6 of Control of Substances Hazardous to Health Regulations (COSHH) 2002 for all processes with exposure or potential exposure of employees or others to substances hazardous to health.

Advising the Managing Director of the necessary actions needed to comply with COSHH Regulations.

## **Part III**

# **Health & Safety Arrangements**

## **1. Information & Training**

## **2. Induction Of New Employees**

## **3. Welfare**

- a) Washroom & Toilet Facilities**
- b) First Aid Provision & RIDDOR**

## **4. Personal Protective Equipment (PPE)**

## **5. Working At A Principal Contractor's Site**

**PART III**  
**HEALTH & SAFETY ARRANGEMENTS**



### **Information & Training**

Section 2 of the Health & Safety At Work etc, Act 1974 imposes a general duty on every employer to provide as much information, instruction, training and supervision as necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees.

The Company has-

- Site safety rules and procedures and provides induction training for all new operatives prior to working on a site;
- Given assurances that no employee is permitted to start work unless he/she has received sufficient instruction from the Principal Contractor's Site Supervisor to enable him/her to carry out his/her work without risk to others health and safety;
- Keeps records detailing training given and received.

Under the Health & Safety Information For Employees Regulations, the Company is required to display an approved poster informing employees in general terms about health and safety legislation.

All employees will receive a copy of the Health & Safety Policy Statement. Copies of the Company's Health & Safety Policy will be distributed to every employee.

### **2) Induction Of New Employees**

In order to secure the health and safety of all employees, Eaton Carpentry Ltd will provide health and safety training to new employees which will be incorporated into general induction training.

Induction Training will commence on the first day of employment so that employees are familiar with basic procedures in the Company.

The health and safety component of induction training will contain the following:-

- a) Company Health and Safety Policy - the contents of the Company's Policy Statement will be covered, including the responsibilities set out in the policy, and will enable the employee to become acquainted with the firm's organisational arrangements.

- b) Accident reporting procedures/first aid - this will cover the action to take when an accident has occurred, the person to be informed and where to go for first aid treatment. (This section will also cover the Company's procedure as to the investigation of accidents: the reporting procedure will be explained so that the employee is aware as to what will happen when an accident occurs).
- c) Fire procedures and precautions - this section covers action to be taken when the fire alarm sounds and will include the evacuation procedures and fire prevention techniques.
- d) Introduction to safety legislation - the employee should be introduced to the legislation that applies to the Company and the workplace; examples of legislation that may be covered include:
- the Health and Safety at Work etc Act 1974 (essential)
  - the Management of Health and Safety At Work Regulations 1999
  - the Control of Substances Hazardous to Health Regulations 2002
- e) Safety procedures - items for discussion in this section will include:
- personal protective equipment
  - use of ladders
  - safe manual handling of loads
  - work on scaffolding
  - working at heights
  - electrical safety
  - COSHH and Risk Assessments

### 3) Welfare

#### a) Washroom & Toilet Facilities

It is the policy of the Company to ensure the health, safety and welfare of all employees so far as is reasonably practicable. It recognises the need to provide a safe working environment including the provision of sufficient washing facilities and toilets which in general will be shared with a Principal Contractor's employees.

The person responsible for the implementation of this policy is the Managing Director

#### Arrangements For Ensuring The Health & Safety Of All Site Workers

##### Provision Of Facilities

Appropriate toilet conveniences will be provided on site in general as shared facilities provided by the Principal Contractor.

### **Reporting Problems**

Any defects in washing and toilet facilities must be reported immediately to the Principal Contractor's Site Foreman.

### **Safe System Of Work**

Any Eaton Carpentry employees employed as sub-contractors for the Principal Contractor will:-

1. Only use those facilities that are authorised by the Principal Contractor for use and for the intended purpose.
2. Leave the facilities in a clean and tidy condition after use;
3. Report any defects or problems to the Principal Contractor's Site Manager;
4. Not leave spare toilet rolls or towels etc, on the floor. Keep them in their designated washing facilities;
5. Not smoke in toilets;

## **b) First Aid Provision & RIDDOR**

### **General Statement**

Eaton Carpentry Ltd is committed to providing a first aid person to deal with accidents and injuries occurring on site.

To this end, the Company will provide information and training on first aid to employees to ensure that statutory requirements are met.

Should employees have concerns about the provision of first aid on the Principal Contractor's site, they should inform the Managing Director to enable the Company to investigate and discuss the situation with the Principal Contractor's Site Management.

The person responsible for the implementation of this policy is the Managing Director

### **Recording Accidents**

All accidents must be recorded, however minor. A Principal Contractor will retain an accident book in which all incidents must be noted. The accident book is normally located in the site office. The Managing Director will also require notification of the accident so he can record the details in the company's own accident book.

It is the responsibility of employees to ensure that they complete an entry in the site's accident book as soon as possible after the injury has occurred. Where the injured person is unable to enter his account into the accident book, the first aider or witness (where relevant) should enter details on the employee's behalf. Where an accident results in admittance to hospital or inability to continue work, the Principal Contractor's Site Manager and the Company's Managing Director must be informed immediately.



## RIDDOR

Under the Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 1985, certain major or specified injuries, diseases and dangerous occurrences must be reported immediately to the health and safety executive.

In the event of any of the above, the appropriate form will be filled in and signed by the Health and Safety Advisor or Managing Director and posted to the local Health and Safety Executive Office.

In the event of the specified incidents or injuries (other than incapacity for more than three days, caused by circumstances not otherwise specified) the HSE office must be informed as quickly as practicable by management or the Company's nominated health and safety consultant.

### 4) Personal Protective Equipment (PPE)

#### Arrangements For Securing The Health And Safety Of Workers

The Company will:-

- a) Ensure that all site personnel wear a hard hat, fluorescent tabard and safety shoes whilst on a Principal Contractor's site;
- b) Carry out an assessment of proposed PPE to determine whether it is suitable;
- c) Take any necessary measures to remedy any risks found as a result of the assessment;
- d) Ensure that where two or more items of PPE are used simultaneously, these are compatible and are as effectively used together as they are separately;
- e) Arrange for adequate accommodation for correct storage of the PPE;
- f) Implement steps for the maintenance, cleaning and repair of PPE;
- g) Train staff in the safe use of PPE for all risks within the organisation;
- h) Replace PPE, which has been provided to meet a statutory regulation, as necessary and at no cost to the employee;
- i) Inform every employee of the risks which exist;
- j) Reassess as necessary if substances used, or work operations, change.

### **Procedures For Dealing With Health And Safety Issues**

Where an employee raises a matter related to health and safety in the use of PPE the Company will:-

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of action taken

Where a problem arises in the use of PPE the employee must:-

- Inform the Principal Contractor's Site Manager and the Company's Managing Director immediately
- In the case of an adverse health condition seek advice from their own General Practitioner.

### **SAFE SYSTEM OF WORK**

The use of PPE is an important means of controlling risks involved in various site activities. To ensure that it is effective it is necessary to follow the manufacturer's and employer's instructions on its correct use. The following procedures should be observed when using PPE:-

1. Ensure that protective clothing fits properly and adjust PPE so that it is comfortable when working.
2. Make sure the PPE is functioning correctly.
3. When using two (or more) types of PPE together ensure that items are compatible when used together and that combined use does not reduce their effectiveness.
4. Report symptoms of discomfort or ill-health immediately to the Managing Director.

## **5) Working At A Principal Contractor's Site**

### **General Statement**

It will be the duty of the employee to carry out the activities in the way which the Risk Assessment has shown to be best, to control the risk and to comply with any safe systems of work and standard operating procedures. Where there is any doubt about the employees ability to work to these agreed methods, owing to the nature of the particular location of the activity, work should not commence until the situation has been reported to, and reviewed by, Eaton Carpentry Ltd and the Principal Contractor, and a specific system of work has been prepared.

## Arrangements For Securing The Health And Safety Of Workers

### Planning

Prior to commencement of any sub-contract activity, the Principal Contractor's site will be visited and inspected to identify any particular hazards to which the employee(s) may be exposed and any conditions which may necessitate modification of any standard operating procedures or specific Risk Assessment.

### Assessment

The Principal Contractor's Construction Health & Safety Plan will be fully assessed and all hazards and risks determined. Appropriate control measures will be instructed to all Eaton Carpentry Ltd's employees.

### Training

Any employee required to work at the site of a Principal Contractor will not only be instructed in the appropriate safe systems of work and Risk Assessments associated with the activity, but will also be informed of any specific requirements for procedures and precautions relevant to the conditions in which the work will be carried out, e.g. hazards at the Principal Contractor's site, climatic conditions, site accessibility etc.

### Control

On arrival at any site under the control of a Principal Contractor, the employee must report to a responsible person, e.g. Site Supervisor, to ensure familiarisation with safety precautions relating to that site and the activities being carried on there. Should there be no person in a position to provide such a briefing the employee should contact Eaton Carpentry Ltd for further instructions. Work should not commence until an appropriate briefing has taken place.

If during the period of the work the conditions change or any aspect of the task alters in such a way as to affect the degree of risk, work should stop, unless doing so presents a greater risk and the Site Manager should be contacted to agree any additional control measures which may be necessary.

### Personal Protective Equipment (PPE)

All Eaton Carpentry Ltd's employees will wear hard hats, fluorescent tabards and safety footwear. Where the need for additional PPE has been identified by the Risk Assessment for the activities being carried out or can be reasonably foreseen prior to arrival on site, this will be provided

### First Aid

Where work is being carried out at the premises of a Principal Contractor, employees should ensure that they are made familiar with the first aid arrangements applicable there and should follow these.

### Accidents

Any accidents to employees working on Principal Contractors' sites must be reported directly to the Company. In addition, accidents occurring on a Principal Contractor's site should be reported in accordance with the local arrangements applying at that site.



**Transport**

Outdoor and peripatetic workers driving either a firm's vehicle or their own vehicle on company business must have a valid driving licence which will be inspected annually. Any changes which may affect the employee's ability to drive, e.g. certain health conditions or conviction or prosecution for driving offences, must be reported to a responsible person.

**Reporting Procedures**

Where an employee experiences problems in relation to a Principal Contractor's site, he or she should inform a responsible person immediately, so that the Company can investigate and rectify the situation.

## **Part IV**

# **Other Policies & Practice**

## **1. Housekeeping**

## **2. Manual Handling Policy**

## **3. Hazardous Substances & COSHH Regulations**

## **4. Noise Control**

## **5. Electricity At Work**

## PART IV OTHER POLICIES & PRACTICE

### 1) Housekeeping

#### General Statement

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisational deficiencies on the site.

Eaton Carpentry Ltd recognises the need to ensure that adequate standards of housekeeping are achieved and maintained by its employees and sub-contract personnel. This policy is designed to ensure that the Company attains the highest possible standards and is in accordance with its commitment to provide a safe place of work; the person responsible for its implementation is the Managing Director.

Samples of poor working practices include:-

- Untidiness;
- Lack of thought and consideration by the individual
- Ignoring rules and procedures

Poor housekeeping resulting from organisational arrangements includes:-

- Badly designed systems of work;
- Insufficient space for work activity;
- Inadequate storage facilities;
- Lack of training or information;
- Poor supervision;
- Infrequency or inefficiency of cleaning arrangements.

#### Organisational Arrangements For Housekeeping

##### Storage Facilities

Storage areas will have been defined within the parameters of the Principal Contractor's site. Requirements will be reviewed periodically. Articles and substances must be stored in defined areas at all times taking note of any COSHH or manufacturers instructions.

##### Waste Collection And Removal

Rubbish and waste materials must be kept in suitable containers and must not be allowed to overflow. Combustible site waste must be kept away from ignition sources. Large items of waste wood etc that pose a particular hazard must be removed separately and without delay.

### **Information And Training**

Suitable information and training will be provided by the Principal Contractor to all employees in housekeeping arrangements on site.

### **Responsibilities - Employees**

Employees are responsible for the following:-

1. Ensuring that they do not allow waste materials to accumulate in their working area and for keeping their working area tidy.
2. Acting in accordance with information and training relating to housekeeping on the Principal Contractor's site.
3. Reporting problems relating to storage or removal of articles to the Site Manager.

## **2) Manual Handling Policy**

To secure the health and safety of workers, so far as is reasonably practicable, the Company, in consultation with its employees will:-

1. Carry out an initial assessment of manual handling operations to identify hazardous activities.
2. Endeavour to eliminate hazardous manual handling activities wherever practicable by:
  - a) removing the need for the operation
  - b) use of mechanical handling equipment
3. Ensure, wherever possible, that loads are marked with sufficient information to facilitate safe handling.
4. Provide general training on principles of manual handling for all employees engaged in such activities, outlining the risks to health and how they may be avoided.
5. Provide specific training on manual handling where a Risk Assessment indicates it is necessary.

### **Health Problems Arising From Manual Handling**

Where an employee raises a matter related to health and safety and in relation to the manual handling of loads the firm will:-

- a) Take all necessary steps to investigate the circumstances.
- b) Take corrective measures where appropriate.
- c) Advise the employee of actions taken.

## EATON CARPENTRY LIMITED

Where a problem arises involving the manual handling of a load the employee must adopt the following:-



- a) Inform the Site Supervisor and the Company's Managing Director immediately.
- b) In the case of an adverse health or medical condition, advise the employee to seek advice from his/her general practitioner.

### Information And Training

The Company will give sufficient information, instruction, and training as is necessary to ensure the health and safety of all employees carrying out manual handling of loads.

Self-employed contractors working for the Company will be reminded of their responsibilities under the regulations and given sufficient information about the loads to enable them to meet their responsibilities.

### Personal Protective Equipment (Manual Handling)

All personal protective equipment issued by the Company will be assessed for its potential impact on manual handling operations. During the process of assessments, the equipment will be reviewed to ensure that it is fit for the purpose, and a range of suitable sizes is available to cover the requirements of the workforce, items explicitly considered will be:-

- Gloves
- Overalls
- Safety Shoes
- Respirators
- Safety Helmets
- Safety Spectacles
- Hearing Protectors

Particular consideration will be given to the features that might influence grip on the load, damage due to loads or their contents, reduced communication, reduced visibility and likelihood to slip or trip.

Employees will be reminded to report any incidents where personal protective equipment appears to impair their ability to handle loads and of their duty to report any damaged or ill-fitting items. The Managing Director will undertake to replace all damaged equipment immediately it is reported.

### 3) Hazardous Substances & COSHH

#### General Statement

The Company acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

Where exposure cannot be adequately controlled by engineering means, appropriate PPR will be provided free of charge after consultation with its employees.

All employees will be provided with understandable information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all Eaton Carpentry Ltd's employees.

The person responsible for implementing this policy is the Managing Director.

#### Procedures For Dealing With Health And Safety Issues

Where an employee raises a point related to the use of substances hazardous to health the Company will:-

- a) Ensure that the hazard associated with the substance has been correctly identified;
- b) Ensure that the assessment of the use of the substance is correct and up to date;
- c) Ensure that the controls in place are adequate;
- d) Correct any observed deficiencies in the control of the hazards;
- e) Inform the employee of the results of the investigation and the actions taken.

#### Information And Training

The Company will give sufficient information and training to ensure full understanding of the hazards to health posed by any substances in the workplace and the importance of the control measures provided.

Site operatives must be encouraged to report defects and systems must be in place for prompt repair and for the provision of temporary replacement controls, e.g. PPE.

## 4) Noise Control

### General Statement

Eaton Carpentry Ltd will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

The Company will also take all reasonable steps to minimise the disturbance caused by noise from its sites affecting people in the neighbourhood.

The person responsible for the implementation of this policy is the Managing Director and co-operation is required of all employees.

### Arrangements For Securing The Health And Safety Of Workers

#### Reduction Of Noise Exposure Levels

The Company will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection.

The Company accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

#### Provision Of Ear Protectors

The Company will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment and provide training in the selection and fitting of protectors and details of the circumstances in which they should be used.

#### Provision Of Training

The Company will provide adequate training of employees as part of its hearing, conservation and noise control policy. All employees who are subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do in order to protect themselves and meet the requirements of the law and of the Company's policy.

### Procedures For Dealing With Health And Safety Issues

Whenever an employee raises a matter related to noise in the workplace as a health and safety issue the Company will:-

- a) Take all necessary steps to investigate the circumstances;
- b) Take corrective measures where appropriate;
- c) Advise the employee of actions taken.

Where a problem arises as a result of noise on a site the employee must inform the Managing Director immediately.

## 5) Electricity At Work

### General Statement

All reasonable steps will be taken to secure the health and safety of employees who operate electrical equipment.

Where a problem arises related to electricity on site, employees must inform the Site Manager immediately who will then take the necessary measures to investigate and remedy the situation.

### Arrangements For Securing The Health And Safety Of Its Workers

- a) Inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled);
- b) Promote and implement a safe system of work for maintenance, inspection or testing;
- c) Ensure that only personnel qualified in (a) above will carry out any electrical work;
- d) Maintain detailed records of (a) & (b) above.

### SAFE SYSTEM OF WORK

Most people are aware of the health and safety hazards associated with electricity. To avoid injury, or worse, it is essential to adopt the following precautions:-

#### Faulty Equipment

1. Report faults immediately. Do not use or continue to use faulty equipment
2. Do not carry out repairs etc or even fit plugs unless you are authorised to do so

#### Portable And Transportable Electrical Equipment

1. All equipment used on site should be 110 volt or supplied via an RCD (residual current device).
2. Avoid using long extension leads wherever possible.

## **SUMMARY POLICY STATEMENT**

Electrical accidents can have very serious consequences. To help prevent them, remember these three basic rules:-

- Report faulty or damaged equipment, do not attempt to use it.
- Do not try to repair faulty equipment, leave it to the professionals.
- Never use electrical equipment in damp surroundings or where flammable vapours may be present, unless you know that it is suitable for that purpose.

# **Part V**

## **Miscellaneous**

### **1. Working At Height**

### **2. Use of Ladders & Steps**

**PART V  
MISCELLANEOUS**



**1) Working At Height On A Principal Contractor's Site  
(Working At Height Regulations 2005)**

**General Statement**

All reasonable steps shall be taken by Eaton Carpentry Ltd to provide a safe working environment for employees/self employed required to carry out their trade at height.

The Company in co-operation with the Principal Contractor shall provide the necessary preventative measures to prevent falls of personnel or materials from the workplace.

The employee/self employed and any other person involved in the work activity shall co-operate in the implementation of this policy.

The responsibility for the implementation of this section of the policy on behalf of the Company lies with the Managing Director.

**Arrangements For Securing The Health And Safety Of Workers**

Eaton Carpentry Ltd will:

- a) Carry out, in unison with the Principal Contractor, an assessment of the risks involved in work at height and take steps to eliminate or control them. Consideration must be made to provide fall arrest equipment and to include air bags to provide soft landing capability (working over unfinished roof structures and floors);
- b) Ensure that all the necessary equipment to allow safe access to and egress from the place of work has been provided by the Principal Contractor. This will be erected by an approved and competent scaffolding company;
- c) Assess the effect of weather conditions on the type of work being undertaken, and if necessary, halt work temporarily;
- d) Ensure that the Principal Contractor carries out a regular inspection of all equipment required for working at height particularly where there is a statutory requirement to do so;
- e) Ensure that the Principal Contractor has appointed a competent scaffolding company to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at heights.

## 2) Use of Ladders & Steps

### General Statement

All reasonable steps will be taken by the Company to ensure the safety of employees/self employed who work with ladders and steps. Jobs which require working on ladders will only be for a maximum of 30 minutes. Over this period scaffolding or tower scaffolding should be used. Control measures will be introduced to reduce the risks to a minimum and information and training will be provided to employees. The person responsible for implementing this policy is the Managing Director.

### Arrangements For Securing The Health And Safety Of Workers

The Company will:-

- a) Carry out a Risk Assessment of work activities involving the use of ladders and steps;
- b) Take all necessary measures to reduce any risks found as a result of the assessment. (Note – 30 minute rule will always be adhered to as far as is reasonably practicable);
- c) Ensure all ladders and steps supplied are of good construction, sound material and are suitable for the tasks to be performed;
- d) Ensure all ladders and steps used are clearly identified and regularly inspected and maintained;
- e) Maintain a records system which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken;
- f) Provide appropriate information and training to employees who use ladders and steps, including additional information and training where specifically ladders are used in a high risk environment or in a way which increases the risks involved;
- g) Ensure ladders and steps are stored in a way that does not lead to warping, defects or reduction in strength;
- h) Implement a reporting system so that any concerns, problems, risks or defects encountered while using ladders and steps can be reported to the Managing Director and the appropriate action taken.

## SAFE SYSTEM OF WORK

Ladder and step accidents are mainly due to the following causes:-

- a) Using a ladder or steps for the wrong purpose, e.g. as a working platform instead of scaffolding or cherry picker;
- b) Using the wrong type of ladder, e.g. a metal ladder near overhead electricity lines;
- c) Dropping tools or materials from a ladder due to lack of adequate means of carrying them;
- d) Inadequate securing of ladders, resulting in falls;
- e) Ladders not extending far enough above their landing place, leading to falls;
- f) Using defective or poorly maintained ladders and steps.

Many of these accidents can be avoided by adopting the following precautions:-

1. Take necessary measures to reduce risks found as a result of Risk Assessments carried out by the Company. These will include:-
  - a) Selection of suitable ladders and suitable steps
  - b) Inspection before use
  - c) Keeping records of ladder and steps identification, inspection and maintenance
  - d) Correct storage between use
  - e) Use of ladder at correct angle  $75^{\circ}$ , i.e. one metre out at the base for every four metres in height
  - f) Secure fixing or footing during use
  - g) Ensuring only one person is on the ladder at a time
  - h) Ensuring suitable footwear is worn
  - i) Use of tool-carrying bags to leave both hands free to hold ladder
  - j) Reporting of defects and removal of ladders and steps from service if necessary.
2. Ensure that all ladders and steps are from reputable manufacturers and suppliers and that they conform to the relevant British and European standards.

Other reference documents and legislation appropriate to this policy:-

- Working At Height Regulations 2005
- Construction (Design & Management) Regulations 2007
- Health & Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases & Dangerous Occurrence Regulations 1995 (RIDDOR)
- Manual Handling Operations Regulations 1992
- Control of Noise at Work Regulations 2005
- Electrical Safety on Construction Sites HSG 141
- Construction (Head Protection) Regulations 1989
- Health & Safety At Work Act 1974
- Management of Health & Safety at Work Regulations 1996
- Provision & Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)